



**STATE INVESTMENT BOARD
BOARD-ADOPTED POLICY**

POLICY NUMBER: 2.00.350

EFFECTIVE DATE: 2/21/02

TITLE: Board Teleconferencing

SUPERSEDES: N/A

BOARD ADOPTION: 2/21/02

APPROVED: *James F. Parker*

PURPOSE:

This policy outlines the conditions under which Board members and staff may participate via teleconferencing in meetings of the State Investment Board (SIB) or its Committees.

BACKGROUND:

The SIB conducts its business in regular monthly meetings and uses four standing Committees that meet periodically to review issues related to their specific charter before the issues are presented to the full Board.

For the SIB to conduct business, a quorum of at least five voting members must be present. For the SIB to take action, five members must vote in the affirmative.

In the standing Committees, a quorum is 50 percent or more of the voting members assigned to the Committee, although a meeting may be held with less than a quorum. Committee action can be taken only if a quorum is present. The number of affirmative votes required to take Committee action is a simple majority of 50 percent plus one of those present. For Committees, even without a quorum, work may be done by consensus and forwarded to the Board for its action, simply noting the consensus view of those present.

Membership on the SIB (whether voting member or non-voting member) includes the presumption that members should attend, in person, all pre-scheduled meetings. It is understood that occasionally a member will be unavailable to attend due to vacation, illness, etc.

Attendance via teleconferencing is limited by this policy.

POLICY:

Teleconferencing to the SIB or its Committee meetings is permitted only upon advance approval by the Chair of the SIB or Chair of the particular Committee involved. For Board meetings, in the absence of the Chair, the Vice-chair may grant such approval. For a Committee, in the absence of its Chair, the Chair may designate a Temporary Chair who may grant such approval. The guidelines to be used by the Chair(s) to determine if teleconferencing is appropriate are:

1. In emergency situations, such as meetings of the Board (or one of its Committees), which are called at other than its usual and customarily scheduled time.
2. In emergency situations such as hazardous weather (snowstorm, earthquake, etc.).
3. For quorum purposes when an item cannot be postponed to a later meeting.
4. If, in the Chair's opinion, it is clearly to the SIB's advantage to arrange a teleconference.

Note: this policy applies to voting and non-voting Board members and to the staff of the SIB.